

# ***ASAP***<sub>sm</sub>

## ***Automated Standard Application for Payments***

***The ASAP Quick Reference Guide  
for  
Payment Requestors  
June 2000***

## **THE ASAP QUICK REFERENCE GUIDE FOR PAYMENT REQUESTORS**

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## 1.0 Overview

The quick reference guide was designed to provide users with an easy to use document to assist them in utilizing the PRODUCTION region of the ASAP system.

### 1.1 Procedures to be Covered:

- U Getting In Using Passport for Windows
- U Payment Requests (FEDWIRE and ACH)
- U Making Inquiries
- U Reading Notifications
- U Getting Out

This guide can also be used as a desk reference for the basic ASAP functions. Please refer to **The ASAP Guide for Payment Requestors** for more detailed information on the features of the ASAP system.

IF AT ANY TIME YOU ENCOUNTER PROBLEMS, CONTACT THE ASAP CUSTOMER SUPPORT AT YOUR SERVICING REGIONAL FINANCIAL CENTER (RFC). PHONE NUMBERS ARE LISTED ON THE LAST PAGE OF THIS DOCUMENT.

# **GETTING IN USING PASSPORT FOR WINDOWS**

## NOTE

Each user of the system is issued a User ID by the Federal Reserve Bank of Richmond. Your User ID identifies you as an individual user. When you are issued your User ID, you are issued a temporary Password. When you first log on, you must change the temporary password to one that is known only to you. Your password must be six to eight characters. It can be alpha-numeric.

Your password **expires every 30 calendar days**. When selecting a new password, you must choose a password that you have not used in the last six times that you changed your password. Your password must be safeguarded and kept secret so that only you will be able to enter ASAP with your User ID.

If you do not use your User ID for **6 months**, it will be **suspended**, and you will need to contact your servicing RFC to have it re-activated. If you do not use your User ID for **9 months**, it will be **deleted**, and you will need to re-submit an ASAP Organization Enrollment and User ID Request form to receive a new User ID.

In addition to your User ID, there is also an ASAP ID. This is the Requestor ID and Organization Access Code (OAC) that is assigned to your organization. Use your Requestor ID and OAC to sign on at the ASAP Main Menu. While your User ID controls the functions to which you have access, the ASAP ID and OAC controls the data to which you have access. Many organizations may know your ASAP ID - but your OAC is known only by your organization and prevents other organizations from accessing your data.

1. Double click on the Passport icon on your desktop. In the Passport group double click on the Passport Async icon. The Passport window will open, then click on Terminal in the menu bar and click on Connect in the drop-down menu. The modem will dial and connect to AT&T.

The AT&T screen will appear, as shown below.

```
TRES0201T
SYSTEM: IBMXXXXX                      DATE: 00/08/02
TERMIN: IBMXXXXX                      TIME: HH:MM:SS
CUSTOMER ASSISTANCE: ENTER "NOTIFY" OR CALL 800-727-2222
-----
                                W E L C O M E   T O

      ==      ==      ==      ==      ==
=====
==      ==      ==      ==      ==
=====
==      ==      ==      ==      ==
=====
==      ==      ==      ==      ==
=====
==      ==      ==      ==      ==
=====
                                Provided by AT&T Global Network Services
-----
ACCOUNT... tres      USERID... _____ PASSWORD... _____
Enter desired product or service, or press the HELP key (PF1) for assistance.
==> asapprod
4B_                                0 9                                a:Connected Port A200+
```

2. Enter “tres” in the Account field, if it does not appear. Enter your assigned User ID and Password in the appropriate fields and “asapprod” on the command line, then press Enter.
3. The FRAS (Federal Reserve Automation Services) sign on screen will appear, as shown below.

```

          FFFFFFFFFF RRRRRRRR      AAAAAA      SSSSSSSSS
          FFFFFFFFFF RRRRRRRRRR  AAAAAAAAAA  SSSSSSSSSSS
          FF          RR          RR AA      AA  SS          SS
          FF          RR          RR AA      AA  SS          SS
          FF          RR          RR AA      AA  SS          SS
          FFFFFFFFFF RRRRRRRRRR  AAAAAAAAAAA  SSSSS
          FF          RR  RR      AA          AA          SS
          FF          RR          RR  AA      AA  SS          SS
          FF          RR          RR  AA      AA  SS          SS
          FF          RR          RR  AA      AA  SSSSSSSSSSSS
          FF          RR          RR  AA      AA  SSSSSSSSSS

                                IMS/ESA
                                5.1
          08/02/00      PP13 IMPR PIT IMS      HH:MM:SS

          ENTER:      USERID =====>
                      PASSWORD =====>
                      NEW PASSWORD =====>
                      (IF DESIRED)
```

4. At the FRAS sign on screen, enter your assigned User ID and password and press Enter.

The Format Request screen will appear, as shown below.

```

                                TIME: HH:MM:SS          DATE: 08/02/00

                                F O R M A T   R E Q U E S T
                                -----

                                ENTER TRANSACTION FORMAT OR PRESS <CLEAR>

                                FORMAT ==>

DFS058I SIGN COMMAND COMPLETED
```

5. At the FORMAT REQUEST screen, type “asap” and press Enter. The ASAP Main Menu will appear, as shown below.

```

SPASAP          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SPASAP                                MAIN MENU                      HH:MM:SS

<1>  PAYMENT REQUEST PROCESSING
<2>  INQUIRY MENU
<3>  FEDERAL AGENCY FUNCTIONS MENU
<4>  RFC FUNCTIONS MENU
<5>  FRB SUPPORT PROCESSING
<6>  REPORT REQUEST PROCESSING
<7>  NOTIFICATIONS

                                ASAP ID:
                                ORGANIZATION ACCESS CODE:

                                ENTER SELECTION NUMBER: _
                                PRESS ENTER

F2=EXIT
```

**6.** On the Main Menu, ASAP ID refers to your organization's Requestor ID. Type in your ASAP ID and Organization Access Code (OAC), then select the appropriate menu option. (The ASAP ID and OAC need only to be entered the first time you access the system.)

- o To request funds via:
  - Master Payment Request (ACH); Select option 1 and press Enter, then go to page 9
  - Master Payment Request (FEDWIRE); Select option 1 and press Enter, then go to page 14
  - Template Payment Request (ACH); Select option 1 and press Enter, then go to page 19
  - Template Payment Request (FEDWIRE); Select option 1 and press Enter, then go to page 23
- o To check on:
  - the status of a payment request; Select option 2 and press Enter, then go to page 27
  - the balance of your accounts; Select option 2 and press Enter, then go to page 31
  - transactions that affected one account; Select option 2 and press Enter, then go to page 34
- o To read notifications:
  - Select option 7 and press Enter, then go to page 37



# MASTER PAYMENT REQUEST (ACH)

(Use ACH for next or future day payments)

- U** Master Payment Request allows a request to be made from a master list of all the ASAP accounts from which you are allowed to draw. The system will display the accounts automatically.
- U** Next Day ACH payments settle on the morning of the next business day after the request has been approved by ASAP.
- U** Future Day (Warehoused) ACH payments can be made for settlement up to 32 calendar days from the date of the request.

## Master Payment Request (ACH)

---

The Payment Request Processing menu will appear, as shown below.

SP020A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP020AO	PAYMENT REQUEST PROCESSING	HH:MM:SS
08/02/2000 P		
<1> TEMPLATE PAYMENT REQUEST PROMPT		
<2> MASTER PAYMENT REQUEST PROMPT		
<3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT		
<4> BOOK ENTRY ADJUSTMENT PROMPT		
<5> PAYMENT CANCELLATION PROMPT		
<6> INTERSTATE AUTHORIZATION TRANSFER PROMPT		
ENTER SELECTION NUMBER: _		
PRESS ENTER		
F2=EXIT	F5=MAIN	

1. On the Payment Request Processing menu, select option 2 for the Master Payment Request Prompt and press Enter.

The Master Payment Request Prompt will appear, as shown below.

SP025C	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP025CO	MASTER PAYMENT REQUEST PROMPT	HH:MM:SS
08/02/2000 P		
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	<i>BANK ACCT: 1 (1ST, OR ENTER</i>
TYPE OF PAYMENT: _	(I=INDIVIDUAL OR S=SUMMARY)	<i>2=2ND, 3=3RD</i>
PAYMENT DELIVERY METHOD: _	(A=ACH OR F=FEDWIRE)	<i>4=4TH, OR</i>
SETTLEMENT DATE: _/_/_	(MM/DD/CCYY)	<i>BLANK FOR LIST)</i>
REQUESTOR REFERENCE NUMBER: _____		
PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:		
RECIPIENT ID: _____	SHORT NAME:	
AGENCY LOCATION CODE/REGION: _____/___ OR PRESS ENTER TO DISPLAY LIST		
F4=MENU F5=MAIN		

Note: The italicized field will only appear if your organization has multiple bank relationships defined on your Payment Requestor profile in ASAP.

## Master Payment Request (ACH)

### 2. Fill in the prompt screen (example below) and press Enter.

```
SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025CO          MASTER PAYMENT REQUEST PROMPT                        HH:MM:SS
08/02/2000 P
REQUESTOR ID:0101234      SHORT NAME: GRAY U      BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S (I=INDIVIDUAL OR S=SUMMARY)      2=2ND, 3=3RD
PAYMENT DELIVERY METHOD:A (A=ACH OR F=FEDWIRE)      4=4TH, OR
SETTLEMENT DATE: 08/03/2000      (MM/DD/CCYY)      BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER:

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID:0101111      SHORT NAME:
AGENCY LOCATION CODE/REGION:_____/__ OR PRESS ENTER TO DISPLAY LIST

F4=MENU F5=MAIN
```

In this example, a summary ACH request is being made. You may also request individual ACH payments.

All of the Agency Location Codes (ALCs) for the Federal Agencies with accounts for this Recipient Organization are displayed (example below). In the example, there are two ALCs listed.

```
SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025CO          MASTER PAYMENT REQUEST PROMPT                        HH:MM:SS
08/02/2000 P
REQUESTOR ID: 0101234      SHORT NAME: GRAY U      BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S (I=INDIVIDUAL OR S=SUMMARY)      2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A (A=ACH OR F=FEDWIRE)      4=4TH, OR
SETTLEMENT DATE: 08/03/2000      (MM/DD/CCYY)      BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER:

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID:0101111      SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION:_____/__ OR TYPE<S> TO SELECT FROM LIST

SEL   ALC/REGION      SHORT NAME      SEL   ALC/REGION      SHORT NAME
_     11000001/      TREASURY        _     22000000/02      ENERGY

F4=MENU F5=MAIN
```

## Master Payment Request (ACH)

3. Type an S in the SEL column next to the Federal Agency from which you wish to draw funds (example below) and press Enter.

```
SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025CO          MASTER PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 P
REQUESTOR ID:0101234  SHORT NAME: GRAY U          BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S  (I=INDIVIDUAL OR S=SUMMARY)          2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A (A=ACH OR F=FEDWIRE)          4=4TH, OR
SETTLEMENT DATE: 08/03/2000 (MM/DD/CCYY)          BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: 012345678910123

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID:0101111          SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION:_____/__  OR TYPE<S> TO SELECT FROM LIST

SEL  ALC/REGION          SHORT NAME          SEL  ALC/REGION          SHORT NAME
S   11000001/          TREASURY          _   22000000/02          ENERGY

F4=MENU F5=MAIN
```

The request entry screen will appear, as shown below. All Account IDs associated with the Federal Agency - Recipient Organization combination specified on the prompt are displayed.

```
SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030EO          SUMMARY PAYMENT REQUEST MASTER ENTRY              HH:MM:SS
08/02/2000 P
PAGE 1 OF 2
REQUESTOR ID: 0101234          SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03/2000  REQ REF NUM:          TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: TREASURY
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT AMT REQ: _____
CASH ON HAND: _____          TOT AMT ENT: _____
ASAP SEQUENCE NUMBER:
ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
F1R10001          _____          $500,000.00
F1R10002          _____          $500,000.00
F1R10003          _____          $500,000.00
F1R10004          _____          $500,000.00
F1R10005          _____          $500,000.00
F1R10006          _____          $500,000.00
F1R10007          _____          $500,000.00

ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
F8=PGDN          F9=ALC          F10=RO
```

## Master Payment Request (ACH)

4. Enter the TOTAL AMOUNT REQUESTED, which will be the amount of the summary payment from all accounts. Then enter the AMOUNT REQUESTED from each desired Account ID on this page. Type "P" in the ACTION field (example below) and press Enter.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 P		
	PAGE	1 OF 2
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
SETTLEMENT DATE: 08/03/2000	REQ REF NUM:	TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: TREASURY	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: 10000
CASH ON HAND:		TOT AMT ENT:
ASAP SEQUENCE NUMBER:		
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE ITM
F1R10001		\$500,000.00
F1R10002		\$500,000.00
F1R10003		\$500,000.00
F1R10004		\$500,000.00
F1R10005		\$500,000.00
F1R10006	5000	\$500,000.00
F1R10007	5000	\$500,000.00
F1R10008		\$500,000.00
F1R10009		\$500,000.00
ACTION: P	(P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)	
	F8=PGDN F9=ALC F10=RO	

The summary payment request will post. A message will appear at the bottom of the screen (example below).

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 P		
	<b>SUMMARY POSTED</b>	PAGE 1 OF 2
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
SETTLEMENT DATE: 08/03/2000	REQ REF NUM:	TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: TREASURY	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: \$10,000.00
CASH ON HAND:		TOT AMT ENT: \$10,000.00
ASAP SEQUENCE NUMBER:	08/02/2000 E1QP120V 000003 1053476	
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE ITM
F1R10001		\$500,000.00
F1R10002		\$500,000.00
F1R10003		\$500,000.00
F1R10004		\$500,000.00
F1R10005		\$500,000.00
F1R10006	\$5,000.00	\$495,000.00 01
F1R10007	\$5,000.00	\$495,000.00 02
F1R10008		\$500,000.00
F1R10009		\$500,000.00
ACTION:	(P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)	
	F3=PRMT F4=MENU F5=MAIN F8=PGDN	
I0043	SUMMARY PAYMENT REQUESTED POSTED SUCCESSFULLY.	

To make another request; Press F3

To exit system; Go to page 41

# MASTER PAYMENT REQUEST (FEDWIRE)

(Use FEDWIRE for same day payments)

- T Master Payment Request allows a request to be made from a master list of all the ASAP accounts from which you are allowed to draw. The system will display the accounts automatically.
- T Same Day FEDWIRE payments settle within minutes after the request has been made. There is a cost associated with receiving FEDWIRE payments, and you should check with your bank and/or Treasurer's office to see if requesting FEDWIRE payments is the best option for you.

## Master Payment Request (FEDWIRE)

---

The Payment Request Processing menu will appear, as shown below.

SP020A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP020AO	PAYMENT REQUEST PROCESSING	HH:MM:SS
08/02/2000 P		
<1> TEMPLATE PAYMENT REQUEST PROMPT		
<2> MASTER PAYMENT REQUEST PROMPT		
<3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT		
<4> BOOK ENTRY ADJUSTMENT PROMPT		
<5> PAYMENT CANCELLATION PROMPT		
<6> INTERSTATE AUTHORIZATION TRANSFER PROMPT		
ENTER SELECTION NUMBER: _		
PRESS ENTER		
F2=EXIT	F5=MAIN	

1. On the Payment Request Processing menu, select option 2 for the Master Payment Request Prompt and press Enter.

The Master Payment Request Prompt will appear, as shown below.

SP025C	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP025CO	MASTER PAYMENT REQUEST PROMPT	HH:MM:SS
08/02/2000 P		
REQUESTOR ID:0101234	SHORT NAME: GRAY U	BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: _ (I=INDIVIDUAL OR S=SUMMARY)		2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: _ (A=ACH OR F=FEDWIRE)		4=4TH, OR
SETTLEMENT DATE: __/__/____ (MM/DD/CCYY)		BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: _____		
PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:		
RECIPIENT ID:_____	SHORT NAME:	
AGENCY LOCATION CODE/REGION:_____/___ OR PRESS ENTER TO DISPLAY LIST		
F4=MENU F5=MAIN		

Note: The italicized field will only appear if your organization has multiple bank relationships defined on your Payment Requestor profile in ASAP.

## Master Payment Request (FEDWIRE)

### 2. Fill in the prompt screen (example below) and press Enter.

```
SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025CO          MASTER PAYMENT REQUEST PROMPT                        HH:MM:SS
08/02/2000 P
REQUESTOR ID: 0101234  SHORT NAME: GRAY U      BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: I  (I=INDIVIDUAL OR S=SUMMARY)      2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: F (A=ACH OR F=FEDWIRE)      4=4TH, OR
SETTLEMENT DATE: 08/02/2000 (MM/DD/CCYY)          BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: _____
```

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

```
RECIPIENT ID:0101111      SHORT NAME:
AGENCY LOCATION CODE/REGION:_____/___ OR PRESS ENTER TO DISPLAY LIST
```

F4=MENU F5=MAIN

Note: In this example, an individual Fedwire payment request is being made. You may also request summary Fedwire payments.

All of the ALCs for the Federal Agencies with accounts for this Recipient Organization are displayed. In this example, there are two ALCs listed.

```
SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025CO          MASTER PAYMENT REQUEST PROMPT                        HH:MM:SS
08/02/2000 P
REQUESTOR ID: 0101234  SHORT NAME: GRAY U      BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: I  (I=INDIVIDUAL OR S=SUMMARY)      2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: F (A=ACH OR F=FEDWIRE)      4=4TH, OR
SETTLEMENT DATE: 08/02/2000 (MM/DD/CCYY)          ENTER FOR LIST)
REQUESTOR REFERENCE NUMBER: _____
```

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

```
RECIPIENT ID:0101111      SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION:_____/___ OR TYPE <S> TO SELECT FROM LIST
```

SEL	ALC/REGION	SHORT NAME	SEL	ALC/REGION	SHORT NAME
_	11000001/	TREASURY	_	22000000/02	ENERGY

F4=MENU F5=MAIN



## Master Payment Request (FEDWIRE)

3. Type an S in the SEL column next to the Federal Agency from which you wish to draw funds (example below) and press Enter.

```
SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025CO          MASTER PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 P
REQUESTOR ID: 0101234  SHORT NAME: GRAY U      BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: I  (I=INDIVIDUAL OR S=SUMMARY)      2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: F (A=ACH OR F=FEDWIRE)      4=4TH, OR
SETTLEMENT DATE: 08/02/2000  (MM/DD/CCYY)          BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: _____

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID: 0101111          SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: _____/___ OR TYPE <S> TO SELECT FROM LIST

SEL   ALC/REGION      SHORT NAME      SEL   ALC/REGION      SHORT NAME
S    11000001/        TREASURY        _    22000000/02      ENERGY

F4=MENU F5=MAIN
```

4. Type “Y” to confirm that you want a FEDWIRE payment (example below).

```
SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025CO          MASTER PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 P
REQUESTOR ID: 0101234  SHORT NAME: GRAY U      BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: I  (I=INDIVIDUAL OR S=SUMMARY)      2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: F (A=ACH OR F=FEDWIRE)      4=4TH, OR
SETTLEMENT DATE: 08/02/2000  (MM/DD/CCYY)          ENTER FOR LIST)
REQUESTOR REFERENCE NUMBER: _____

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:
FEDWIRE PAYMENT SETTLES TODAY, CONTINUE (Y/N): Y
RECIPIENT ID:0101111          SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/___ OR TYPE <S> TO SELECT FROM LIST

SEL   ALC/REGION      SHORT NAME      SEL   ALC/REGION      SHORT NAME
S    11000001/        TREASURY        _    22000000/02      ENERGY

F4=MENU F5=MAIN
I0089 TYPE <Y> TO CONTINUE OR <N> TO CHANGE PAYMENT TYPE.
```

## Master Payment Request (FEDWIRE)

The request entry screen will appear, as shown below. All accounts for the Federal Agency - Recipient Organization combination specified on the prompt are displayed.

5. Enter the amount requested from the desired account(s) and a "P" in the Action field (example below).

SP030B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030BO	INDIVIDUAL PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 P		
	PAGE	1 OF 4
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
SETTLEMENT DATE: 08/02/2000	TYPE OF PAYMENT: I	
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: TREASURY	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	
REQUESTOR REFERENCE NUM: _____	CASH ON HAND: _____	
ASAP SEQUENCE NUMBER:		
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE
REQ REF NUM		ITM #
F1R10001	_____	\$500,000.00
F1R10002	100000	\$500,000.00
F1R10003	_____	\$500,000.00
F1R10004	200000	\$500,000.00
ACTION: P	(P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)	
	F8=PGDN	

The FEDWIRE payment request will post. A message will appear at the bottom of the screen (example below).

SP030B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030BO	INDIVIDUAL PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 P		
	PAGE	1 OF 4
REQUESTOR ID: 0101234	<b>REQUEST(S) POSTED</b>	
SETTLEMENT DATE: 08/02/2000	TYPE OF PAYMENT: I	
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: TREASURY	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	
REQUESTOR REFERENCE NUM: _____	CASH ON HAND:	
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000005 1340225		
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE
REQ REF NUM		ITM #
F1R10001		\$500,000.00
F1R10002	\$100,000.00	\$400,000.00 01
F1R10003		\$500,000.00
F1R10004	\$200,000.00	\$300,000.00 02
ACTION:	(P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)	
	F3=PRMT F4=MENU F5=MAIN	F8=PGDN F9=ALC F10=RO
<b>I0081 SAME DAY INDIVIDUAL REQUEST(S) APPROVED.</b>		

To make another request; Press F3

To exit system; Go to page 41

# TEMPLATE PAYMENT REQUEST (ACH)

(Use ACH for next or future day payments)

- T     Template Payment request allows a request to be made from a predefined and stored group of accounts. A list of templates that have been created is stored by the system and will be presented as part of the payment request process.
- T     Next Day ACH payments settle on the morning of the next business day after the request has been approved by ASAP.
- T     Future Day ACH payments can be made for settlement up to 32 calendar days from the date of the request.

## Template Payment Request (ACH)

The Payment Request Processing menu will appear, as shown below.

SP020A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP020AO	PAYMENT REQUEST PROCESSING	HH:MM:SS
08/02/2000 P		
<1> TEMPLATE PAYMENT REQUEST PROMPT		
<2> MASTER PAYMENT REQUEST PROMPT		
<3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT		
<4> BOOK ENTRY ADJUSTMENT PROMPT		
<5> PAYMENT CANCELLATION PROMPT		
<6> INTERSTATE AUTHORIZATION TRANSFER PROMPT		
ENTER SELECTION NUMBER: _		
PRESS ENTER		
F2=EXIT	F5=MAIN	

1. On the Payment Request Processing menu, select option 1 for the Template Payment Request Prompt and Press Enter.

The Template Payment Request Prompt will appear, as shown below.

SP025B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP025BO	TEMPLATE PAYMENT REQUEST PROMPT		HH:MM:SS
08/02/2000 P			
REQUESTOR ID: 0101234    SHORT NAME: GRAY U <i>BANK ACCT: 1 (1ST, OR ENTER</i>			
TYPE OF PAYMENT: _ (I=INDIVIDUAL OR S=SUMMARY) <i>2=2ND, 3=3RD</i>			
PAYMENT DELIVERY METHOD: _ (A=ACH OR F=FEDWIRE) <i>4=4TH, OR</i>			
SETTLEMENT DATE: __/__/____ (MM/DD/CCYY) <i>BLANK FOR LIST)</i>			
REQUESTOR REFERENCE NUMBER: _____			
TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT			
TO A TEMPLATE NAME BELOW			
TEMPLATE	TEMPLATE	TEMPLATE	
SEL    NAME	SEL    NAME	SEL    NAME	
_    FEDDRAW			
F4=MENU F5=MAIN			

Note: The italicized field will only appear if your organization has multiple bank relationships defined on your Payment Requestor profile in ASAP.

## Template Payment Request (ACH)

### 2. Fill in the prompt screen (example below) and press Enter.

```
SP025B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025BO          TEMPLATE PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 P
REQUESTOR ID: 0101234  SHORT NAME: GRAY U      BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S (I=INDIVIDUAL OR S=SUMMARY)      2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A (A=ACH OR F=FEDWIRE)      4=4TH, OR
SETTLEMENT DATE: 08/03/2000 (MM/DD/CCYY)          BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: _____
TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                                TO A TEMPLATE NAME BELOW

      TEMPLATE          TEMPLATE          TEMPLATE
SEL      NAME          SEL      NAME          SEL      NAME
S      FEDDRAW

F4=MENU F5=MAIN
```

This example shows a summary ACH request; you may also request individual ACH payments.

The following screen will appear, displaying all accounts on the template.

```
SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 P
REQUESTOR ID: 0101234  SHORT NAME: GRAY U      PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW  REQ REF NUM:          TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION: 11000001/      SHORT NAME: TREASURY
RECIPIENT ID: 0101111  SHORT NAME: GRAY U      TOT AMT REQ: _____
CASH ON HAND: _____      TOT AMT ENT: _____
ASAP SEQUENCE NUMBER:
      ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE      ITM
F1R10001          _____          $500,000.00
F1R10002          _____          $400,000.00
F1R10003          _____          $500,000.00

ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
```

## Template Payment Request (ACH)

3. Enter the TOTAL AMOUNT REQUESTED, which will be the amount of the summary payment, then enter the AMOUNT REQUESTED from each desired Account ID. Enter a "P" in the Action field (example below) and press Enter.

SP030F	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030FO	SUMMARY PAYMENT REQUEST TEMPLATE ENTRY	HH:MM:SS
08/02/2000 P		
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	PAGE 1 OF 1
TEMPLATE NAME: FEDDRAW	REQ REF NUM:	TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000		
AGENCY LOCATION CODE/REGION: 11000001/		SHORT NAME: TREASURY
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: 3000
CASH ON HAND:	TOT AMT ENT:	
ASAP SEQUENCE NUMBER:		
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE ITM
F1R10001	1000	\$500,000.00
F1R10002	1000	\$400,000.00
F1R10003	1000	\$500,000.00
ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)		

The summary payment request will post. A message will appear at the bottom of the screen (example below).

SP030F	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030FO	SUMMARY PAYMENT REQUEST TEMPLATE ENTRY	HH:MM:SS
08/02/2000 P		
REQUESTOR ID: 0101234	<b>SUMMARY POSTED</b>	PAGE 1 OF 1
TEMPLATE NAME: FEDDRAW	REQ REF NUM:	TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000		
AGENCY LOCATION CODE/REGION: 11000001/		SHORT NAME: TREASURY
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: \$3,000.00
CASH ON HAND:	TOT AMT ENT: \$3,000.00	
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM2E7V 000001 1100535		
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE ITM
F1R10001	\$1,000.00	\$499,000.00 01
F1R10002	\$1,000.00	\$399,000.00 02
F1R10003	\$1,000.00	\$499,000.00 03
ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)		
F3=PRMT F4=MENU F5=MAIN		
<b>I0043 SUMMARY PAYMENT REQUESTED POSTED SUCCESSFULLY.</b>		

To make another request; press F3

To exit system; Go to page 41

# TEMPLATE PAYMENT REQUEST (FEDWIRE)

(Use FEDWIRE for same day payments)

- T     Template Payment request allows a request to be made from a predefined and stored group of accounts. A list of templates that have been created is stored by the system and will be presented as part of the payment request process.
  
- T     Same Day FEDWIRE payments settle within minutes after the request has been made. There is a cost associated with receiving FEDWIRE payments, and you should check with your bank and/or Treasurer's office to see if requesting FEDWIRE payments is the best option for you.

## Template Payment Request (FEDWIRE)

The Payment Request Processing menu will appear, as shown below.

SP020A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP020AO	PAYMENT REQUEST PROCESSING	HH:MM:SS
08/02/2000 P		
<1> TEMPLATE PAYMENT REQUEST PROMPT		
<2> MASTER PAYMENT REQUEST PROMPT		
<3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT		
<4> BOOK ENTRY ADJUSTMENT PROMPT		
<5> PAYMENT CANCELLATION PROMPT		
<6> INTERSTATE AUTHORIZATION TRANSFER PROMPT		
ENTER SELECTION NUMBER: _		
PRESS ENTER		
F2=EXIT	F5=MAIN	

1. On the Payment Request Processing menu, select option 1 for the Template Payment Request Prompt and Press Enter.

The Template Payment Request Prompt will appear, as shown below.

SP025B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP025BO	TEMPLATE PAYMENT REQUEST PROMPT	HH:MM:SS
08/02/2000 P		
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: _ (I=INDIVIDUAL OR S=SUMMARY)		2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: _ (A=ACH OR F=FEDWIRE)		4=4TH, OR
SETTLEMENT DATE: __/__/____ (MM/DD/CCYY)		BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: _____		
TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT		
TO A TEMPLATE NAME BELOW		
TEMPLATE	TEMPLATE	TEMPLATE
SEL NAME	SEL NAME	SEL NAME
_ FEDDRAW		
F4=MENU F5=MAIN		

Note: The italicized field will only appear if your organization has multiple bank relationships defined on your Payment Requestor profile in ASAP.



## Template Payment Request (FEDWIRE)

### 2. Fill in the prompt screen (example below) and press Enter.

```
SP025B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025BO          TEMPLATE PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 P
REQUESTOR ID: 0101234  SHORT NAME: GRAY U      BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: I  (I=INDIVIDUAL OR S=SUMMARY)      2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: F (A=ACH OR F=FEDWIRE)      4=4TH, OR
SETTLEMENT DATE: 08/02/2000 (MM/DD/CCYY)          BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER:_____
TEMPLATE NAME: FEDDRAW_____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                                TO A TEMPLATE NAME BELOW:

      TEMPLATE          TEMPLATE          TEMPLATE
SEL    NAME            SEL    NAME            SEL    NAME
S      FEDDRAW

F4=MENU F5=MAIN
```

Note: In this example, an individual Fedwire payment request is being made. You may also request summary Fedwire payments.

### 3. Type “Y” to confirm that you want a FEDWIRE payment (example below) and press Enter.

```
SP025B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025BO          TEMPLATE PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 P
REQUESTOR ID: 0101234  SHORT NAME: GRAY U      BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: I  (I=INDIVIDUAL OR S=SUMMARY)      2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: F (A=ACH OR F=FEDWIRE)      4=4TH, OR
SETTLEMENT DATE: 08/02/2000 (MM/DD/CCYY)          BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER:_____
TEMPLATE NAME: FEDDRAW_____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                                TO A TEMPLATE NAME BELOW:
                                FEDWIRE PAYMENT SETTLES TODAY, CONTINUE (Y/N): Y

      TEMPLATE          TEMPLATE          TEMPLATE
SEL    NAME            SEL    NAME            SEL    NAME
S      FEDDRAW

F4=MENU F5=MAIN
I0089 TYPE <Y> TO CONTINUE OR <N> TO CHANGE PAYMENT TYPE.
```

## Template Payment Request (FEDWIRE)

The request entry screen will appear, as shown below.

4. Enter the amount requested from the desired account(s) and a “P” in the Action field (example below) and press Enter.

SP030C	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030CO	INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY	HH:MM:SS
08/02/2000 P		
		PAGE 1 OF 1
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
SETTLEMENT DATE: 08/02/2000	TEMPLATE NAME: FEDDRAW	TYPE OF PAYMENT: I
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: TREASURY	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	
REQUESTOR REFERENCE NUM:	CASH ON HAND: _____	
ASAP SEQUENCE NUMBER:		
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE
REQ REF NUM		ITM #
F1R10001	1000	\$499,000.00
F1R10002	1000	\$399,000.00
F1R10003	1000	\$499,000.00
ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)		

The FEDWIRE payment request will post. A message will appear at the bottom of the screen (example below).

SP030C	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030CO	INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY	HH:MM:SS
08/02/2000 P		
		PAGE 1 OF 1
REQUESTOR ID: 0101234	<b>REQUEST(S) POSTED</b>	
SETTLEMENT DATE: 08/02/2000	TEMPLATE NAME: FEDDRAW	TYPE OF PAYMENT: I
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: TREASURY	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	
REQUESTOR REFERENCE NUM:	CASH ON HAND:	
ASAP SEQUENCE NUMBER:	08/02/2000 E1QM2E7V 000003 1349467	
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE
REQ REF NUM		ITM #
F1R10001	\$1,000.00	\$498,000.00
F1R10002	\$1,000.00	\$398,000.00
F1R10003	\$1,000.00	\$498,000.00
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)		
F3=PRMT F4=MENU F5=MAIN		
F11=NWTP		
<b>I0081 SAME DAY INDIVIDUAL REQUEST(S) APPROVED.</b>		

To make another request; Press F3

To exit system; Go to page 41

# **PAYMENT REQUEST STATUS INQUIRY**

The Payment Request Status Inquiry allows you to:

- T**      verify a posted payment request
- T**      obtain a trace number to track payment

## Payment Request Status Inquiry

The Inquiry Menu will appear, as shown below.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP100AO	INQUIRY MENU	HH:MM:SS
08/02/2000 P		
	< 1> PAYMENT REQUEST STATUS INQUIRY PROMPT	
	< 2> ACCOUNT BALANCE INQUIRY PROMPT	
	< 3> ACCOUNT STATEMENT INQUIRY PROMPT	
	< 4> AUTHORIZATION TRANSACTION INQUIRY PROMPT	
	< 5> ACCOUNT PROFILE INQUIRY	
	< 6> FEDERAL PROGRAM AGENCY INQUIRY	
	< 7> PAYMENT REQUESTOR INQUIRY	
	< 8> RECIPIENT ORGANIZATION INQUIRY	
	< 9> CFDA INQUIRY	
	<10> ALC INQUIRY	
	<11> RETURNED PAYMENT INQUIRY PROMPT	
	<12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT	
	<13> INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT	
	<14> SUPER USER INQUIRY	
		ENTER SELECTION NUMBER: _
		PRESS ENTER
F2=EXIT	F5=MAIN	

1. On the Inquiry Menu, select option 1 for the Payment Request Status Inquiry Prompt and press Enter.

The Payment Request Status Inquiry Prompt will appear, as shown below.

SP105A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP105AO	PAYMENT REQUEST STATUS INQUIRY PROMPT	HH:MM:SS
08/02/2000 P		
ENTER:		
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
RECIPIENT ID: _____	SHORT NAME:	
AGENCY LOCATION CODE/REGION: _____/___	SHORT NAME:	
ACCOUNT ID: _____		
REQUESTOR REFERENCE NUMBER: _____		
REQUEST STATUS: _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,		
W=WAREHOUSED, OR LEAVE BLANK FOR ALL)		
REQUEST DATE (MM/DD/CCYY) FROM: ____/____/____ TO: ____/____/____		
F4=MENU F5=MAIN		

## Payment Request Status Inquiry

### 2. Fill in the prompt screen (example below) and press Enter.

```
SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP105AO         PAYMENT REQUEST STATUS INQUIRY PROMPT                HH:MM:SS
08/02/2000 P

ENTER:

REQUESTOR ID: 0101234                      SHORT NAME: GRAY U
RECIPIENT ID: _____                  SHORT NAME:
AGENCY LOCATION CODE/REGION: _____/___  SHORT NAME:

ACCOUNT ID: _____
REQUESTOR REFERENCE NUMBER: _____

REQUEST STATUS: _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                  W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY) FROM: 08/02/2000 TO: 08/02/2000

F4=MENU F5=MAIN
```

The following summary screen appears with all the Payment Request Transactions matching the criteria specified on the prompt screen. Transactions are presented in ascending order by request date, then by Recipient ID and then by Agency Location Code.

### 3. Type "S" in the SEL field next to the payment transaction you wish to view (example below) and press Enter.

```
SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP110AO         PAYMENT REQUEST STATUS SUMMARY INQUIRY                HH:MM:SS
08/02/2000 P
REQUESTOR ID: 0101234                      SHORT NAME: GRAY U
RECIPIENT ID: _____                  SHORT NAME:
AGENCY LOCATION CODE/REGION: _____/___  SHORT NAME:
ACCOUNT ID: _____                    REQUESTOR REF NUM:
REQUEST STATUS: _____                REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

SEL  ALC/REGION  RO ID   REQ DATE  SETTLE DATE  TOTAL AMOUNT  ITEM  STA
S    11000001   0101111  08/02/2000  08/03/2000   $10,000.00    002   A
-    11000001   0101111  08/02/2000  08/02/2000   $100,000.00   001   A
-    11000001   0101111  08/02/2000  08/02/2000   $200,000.00   001   A
-    11000001   0101111  08/02/2000  08/03/2000    $3,000.00    003   A
-    11000001   0101111  08/02/2000  08/02/2000    $1,000.00    001   A
-    11000001   0101111  08/02/2000  08/03/2000    $1,000.00    001   A
-    11000001   0101111  08/02/2000  08/02/2000    $1,000.00    001   A

F3=PRMT F4=MENU F5=MAIN          F9=ALC F10=RO F11=ACCT
```

## Payment Request Status Inquiry

The following screen appears with a list of items contained in the payment transaction you selected.

4. Type "S" in the SEL field next to the payment transaction for which you want to see detailed information (example below) and press Enter.

SP112A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS				08/02/00	
SP112AO	PAYMENT REQUEST STATUS INQUIRY LIST				HH:MM:SS	
08/02/2000 P						
AGENCY LOCATION CODE/REGION: 11000001/				SHORT NAME: TREASURY		
RECIPIENT ID: 0101111				SHORT NAME: GRAY U		
REQUEST DATE: 08/02/2000				SETTLEMENT DATE: 08/03/2000		
TOTAL AMOUNT: \$10,000.00				TOTAL ITEMS: 002		
S	ALC/REGION	RO ID	ACCOUNT ID	AMT REQUESTED	CURR AVAIL BAL	STA
S	11000001	0101111	F1R10006	\$5,000.00	\$495,000.00	A
-	11000001	0101111	F1R10007	\$5,000.00	\$495,000.00	A
F3=PRMT F4=MENU F5=MAIN F11=SUMM						

The following screen appears with the detailed information for the selected transaction.

SP111A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS				08/02/00	
SP111AO	PAYMENT REQUEST DETAIL TRANSACTION INQUIRY				HH:MM:SS	
08/02/2000 P						
AGENCY LOCATION CODE/REGION: 11000001/				SHORT NAME: TREASURY		
RECIPIENT ID: 0101111				SHORT NAME: GRAY U		
REQUESTOR ID: 0101234				SHORT NAME: GRAY U		
ACCOUNT ID: F1R10006				ACTUAL SETTLEMENT DATE: 08/03/2000		
REQUEST DATE: 08/02/2000				REQUESTOR REF NUM:		
REQUEST TIME: 10:40:22				REQUEST AMT: \$5,000.00		
FUNDS IMAD:						
ACH CYCLE DATE: 08/02/2000		ACH CYCLE: A		ACH BATCH NUMBER: 000000005		
ACH TRACE NUMBER: 041085600000805						
DFI ABA NUMBER: 010101010		BANK ACCOUNT NUMBER: 9543210876				
DFI SHORT NAME: RANKIN B & T						
FURTHER CREDIT ABA:		FURTHER CREDIT SHORT NAME:				
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000002 000001						
REQUEST STATUS: SENT TO ACH/FUNDS						
USER ID OF REQUEST INITIATOR: E1XXX01						
F3=PRMT F4=MENU F5=MAIN F11=LIST						

To do another inquiry; Press F3

To do another type of inquiry; Press F4

To exit the system; Go to page 41

# **ACCOUNT BALANCE INQUIRY**

The Account Balance Inquiry provides a view of the cumulative authorizations, cumulative draws/returned payments/book entry adjustments (RP/BE) and the current available balances for your ASAP accounts. You have the option of requesting account balance information for a single account or a group of accounts.

## Account Balance Inquiry

---

The Inquiry Menu will appear, as shown below.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP100AO	INQUIRY MENU	HH:MM:SS
08/02/2000 P		
< 1> PAYMENT REQUEST STATUS INQUIRY PROMPT		
< 2> ACCOUNT BALANCE INQUIRY PROMPT		
< 3> ACCOUNT STATEMENT INQUIRY PROMPT		
< 4> AUTHORIZATION TRANSACTION INQUIRY PROMPT		
< 5> ACCOUNT PROFILE INQUIRY		
< 6> FEDERAL PROGRAM AGENCY INQUIRY		
< 7> PAYMENT REQUESTOR INQUIRY		
< 8> RECIPIENT ORGANIZATION INQUIRY		
< 9> CFDA INQUIRY		
<10> ALC INQUIRY		
<11> RETURNED PAYMENT INQUIRY PROMPT		
<12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT		
<13> INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT		
<14> SUPER USER INQUIRY		
ENTER SELECTION NUMBER: _		
PRESS ENTER		
F2=EXIT	F5=MAIN	

**1.** On the Inquiry Menu, select option 2 for the Account Balance Inquiry Prompt and press Enter.

The Account Balance Inquiry Prompt screen will appear, as shown below.

SP115A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP115AO	ACCOUNT BALANCE INQUIRY PROMPT	HH:MM:SS
08/02/2000 P		
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
ENTER:		
AGENCY LOCATION CODE/REGION: _____/___	SHORT NAME:	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	
ACCOUNT ID: _____		
AS OF: __/__/____ (MM/DD/CCYY)		
F4=MENU F5=MAIN		



## Account Balance Inquiry

### 2. Fill in the prompt screen (example below) and press Enter.

SP115A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP115AO	ACCOUNT BALANCE INQUIRY PROMPT	HH:MM:SS
08/02/2000 P		
REQUESTOR ID: 0101234		SHORT NAME: GRAY U
ENTER:		
AGENCY LOCATION CODE/REGION: 11000001/___		SHORT NAME:
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
ACCOUNT ID: _____		
AS OF: ___/___/____ (MM/DD/CCYY)		
F4=MENU F5=MAIN		

By leaving the “as of” date field blank, the account balances you will see on the next screen will be up-to-the minute balances. If you enter an as of date, you will see your accounts’ available balances as of the close of business on the date specified.

The following screen will appear showing all account balances based on the information you provided on the prompt screen. NOTE: The F8=PGDN indicates that there are additional account balances in this example.

SP120A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP120AO	ACCOUNT BALANCE INQUIRY		HH:MM:SS
08/02/2000 P			
AGENCY LOCATION CODE/REGION: 11000001/		SHORT NAME: TREASURY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
ACCOUNT ID	CUMULATIVE AUTHORIZATIONS	CUMULATIVE DRAWS/RP/BE	CURRENT AVAIL BAL
F1R10001	\$500,000.00	-\$2,000.00	\$498,000.00
F1R10002	\$500,000.00	-\$102,000.00	\$398,000.00
F1R10003	\$500,000.00	-\$2,000.00	\$498,000.00
F1R10004	\$500,000.00	-\$200,000.00	\$300,000.00
F1R10005	\$500,000.00		\$500,000.00
F1R10006	\$500,000.00	-\$5,000.00	\$495,000.00
F1R10007	\$500,000.00	-\$5,000.00	\$495,000.00
F1R10008	\$500,000.00		\$500,000.00
F1R10009	\$500,000.00		\$500,000.00
F1R10010	\$500,000.00		\$500,000.00
F3=PRMT F4=MENU F5=MAIN		F8=PGDN F9=ALC F10=RO	

To do another inquiry; Press F3

To do another type of inquiry; Press F4

To exit the system; Go to page 41

# ACCOUNT STATEMENT INQUIRY

The Account Statement Inquiry presents the beginning balance, ending balance and transactions that affected the account's available balance for a specified period. You may request account statements for any period of up to 93 calendar days in the account's history, provided the period does not extend beyond the current date. You may review the entire statement history for an account in 93 day increments, from the date of the first account activity up to the current date.

The Inquiry Menu will appear, as shown below.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP100AO	INQUIRY MENU	HH:MM:SS
08/02/2000 P		
< 1> PAYMENT REQUEST STATUS INQUIRY PROMPT		
< 2> ACCOUNT BALANCE INQUIRY PROMPT		
< 3> ACCOUNT STATEMENT INQUIRY PROMPT		
< 4> AUTHORIZATION TRANSACTION INQUIRY PROMPT		
< 5> ACCOUNT PROFILE INQUIRY		
< 6> FEDERAL PROGRAM AGENCY INQUIRY		
< 7> PAYMENT REQUESTOR INQUIRY		
< 8> RECIPIENT ORGANIZATION INQUIRY		
< 9> CFDA INQUIRY		
<10> ALC INQUIRY		
<11> RETURNED PAYMENT INQUIRY PROMPT		
<12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT		
<13> INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT		
<14> SUPER USER INQUIRY		
ENTER SELECTION NUMBER: _		
PRESS ENTER		
F2=EXIT	F5=MAIN	

1. On the Inquiry Menu, select option 3 for the Account Statement Inquiry Prompt and press Enter.

The Account Statement Inquiry Prompt screen will appear, as shown below.

SP125A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP125AO	ACCOUNT STATEMENT INQUIRY PROMPT	HH:MM:SS
08/02/2000 P		
ENTER:		
ACCOUNT ID: _____		
ACCOUNT DETAIL ID: _____		
AND	AGENCY LOCATION CODE/REGION: _____/____	SHORT NAME:
AND	RECIPIENT ID: _____	SHORT NAME:
AND	FROM ____/____/____	TO ____/____/____
F4=MENU F5=MAIN		

## Account Statement Inquiry

2. Fill in the prompt screen (example below) and press Enter.

SP125A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP125AO	ACCOUNT STATEMENT INQUIRY PROMPT	HH:MM:SS
08/02/2000 P		
ENTER:		
ACCOUNT ID: F1R10002_____		
ACCOUNT DETAIL ID: _____		
AND	AGENCY LOCATION CODE/REGION: 11000001/___	SHORT NAME:
AND	RECIPIENT ID: 0101111	SHORT NAME:
AND	FROM 07/01/2000 TO 08/02/2000	
F4=MENU F5=MAIN		

The Account Statement Inquiry screen will appear showing all account transactions affecting the available balance for the account you specified on the prompt screen. Transactions are shown in ascending order by applied date.

SP130A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00	
SP130AO	ACCOUNT STATEMENT INQUIRY		HH:MM:SS	
08/02/2000 P				
AGENCY LOCATION CODE/REGION: 11000001/		SHORT NAME: TREASURY		
RECIPIENT ID: 0101111		SHORT NAME: GRAY U		
ACCOUNT ID: F1R10002		FROM: 07/01/2000 TO: 08/02/2000		
ACCOUNT DETAIL:				
BEGINNING DATE: 07/01/2000		BEGINNING BALANCE:	\$0.00	
APPL. DATE	EFF. DATE	TYPE	INCREASES DECREASES	
07/02/2000	07/02/2000	AU	\$500,000.00	
08/02/2000	08/03/2000	PY		\$100,000.00
08/02/2000	08/02/2000	PY		\$1,000.00
08/02/2000	08/03/2000	PY		\$1,000.00
ENDING DATE: 08/02/2000		ENDING BALANCE: \$398,000.00		
F3=PRMT F4=MENU F5=MAIN		F11=ACCT		

To do another Account Statement; press F3

To do another type of inquiry; Press F4

To exit system; Go to page 41

# NOTIFICATIONS

Notifications are system-generated messages that let you know about transactions that were initiated by other organizations that affect your ASAP accounts.

Notifications are sent to organizations, not individuals. There is an indicator on the screen after a user logs on to ASAP indicating that there are unread notification messages for the organization.

Unread notification messages are retained for 25 business days; read notification messages are retained for five business days. After the retention period, messages are purged.

## Notifications

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The Notification List screen will appear, as shown below.

SP265A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS				08/02/00
SP265AO	NOTIFICATION LIST				11:14:46
08/02/2000 P					
SELECT <S> TO READ				PAGE	1 OF 1
S	DATE/TIME SENT	SENDER ID	SENDER SHRT NAME	DATE/TIME READ	READ BY
	08/02/2000 11:00	SYSTEM	PRFL CHG		
	08/02/2000 10:02	SYSTEM	NEW AGENCY		
	08/02/2000 11:00	SYSTEM	NEW AGENCY	07/30/2000 15:05	E1JAD01
F5=MAIN					

1. Type an “S” in the S column beside the message to be viewed (example below) and press Enter.

SP265A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS				08/02/00
SP265AO	NOTIFICATION LIST				11:14:46
08/02/2000 P					
SELECT <S> TO READ				PAGE	1 OF 1
S	DATE/TIME SENT	SENDER ID	SENDER SHRT NAME	DATE/TIME READ	READ BY
	08/02/2000 11:00	SYSTEM	PRFL CHG		
S	08/02/2000 10:02	SYSTEM	NEW AGENCY		
	08/02/2000 11:00	SYSTEM	NEW AGENCY	08/02/2000 15:05	E1JAD01
F5=MAIN					

## Notifications

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The Notification Detail screen will appear, as shown below.

SP270A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP270AO	NOTIFICATION DETAIL	10:14:46
08/02/2000 T		
2 OF 2 MESSAGES		
DATE SENT: 08/02/2000	SENDER LOGON:SP054A	SENDER ASAP ID: SYSTEM
TIME SENT: 10:02:23	SHORT NAME: NEW AGENCY	
MESSAGE ID: 00012		
MESSAGE TEXT:		
THE FOLLOWING FEDERAL AGENCY HAS BEEN ADDED TO ASAP. YOU WILL BE NOTIFIED BY THIS AGENCY AND/OR YOUR SERVICING RFC IF YOU HAVE GRANTS WITH THIS AGENCY THAT WILL BE CONVERTED TO ASAP.		
AGENCY LOCATION CODE / REGION: 11000001/		
AGENCY NAME: DEPT OF HEALTH SERVICES		
F7=PREV F11=LIST		
I0122 NOTIFICATION DISPLAYED.		

To read the previous message; press F7

To read the next message ; press F8 (this key is not available in this example because there were no other messages to be read)

To exit system; Go to page 41

# GETTING OUT



### Logoff Procedures

1. Within ASAP, press F5 navigate to the ASAP Main Menu.
2. From the Main Menu, press F2.
3. You are returned to the “WELCOME TO AT&T” logo screen. In the menu bar, click on Terminal and then click on Disconnect.
4. Click on Terminal again, and then click Close.

# **TROUBLESHOOTING**

If your password expires:

- On the “Welcome to AT&T” screen, the system will let you know that your password is expired. Follow the procedures that the system generates on the “Password Maintenance” screen.
- On the FRAS (Federal Reserve Automation Services) screen, type in your old password and tab to the New Password field and enter a new password. The system will prompt you to re-enter your new password. Re-enter your new password and continue the logon process to access ASAP.

If your User ID is suspended:

Contact the ASAP Customer Support at your servicing RFC, and they will contact the Federal Reserve Bank of Richmond (FRB). The FRB will contact you when your User ID is reinstated. The phone numbers for each RFC are listed below.

If the capital of the state in which you are located is in the Eastern time zone, contact the ASAP Customer Support at the Philadelphia Financial Center. The hours of operation are 7:30 am - 5:00 pm ET. The phone number is: (215) 516-8021.

If the capital of the state in which you are located is in the Central time zone, contact the ASAP Customer Support at the Kansas City Financial Center. The hours of operation are 7:30 am - 5:00 pm CT. The phone number is: (816) 414-2100.

If the capital of the state in which you are located is in the Mountain or Pacific time zones, or time zones further west, contact the ASAP Customer Support at the San Francisco Financial Center. The hours of operation are 7:30 am - 5:00 pm PT. The phone number is: (415) 817-7182.